

Department of the Army  
United States Military Academy  
West Point, New York 10996-5000

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**Environmental Quality**  
**ASBESTOS MANAGEMENT**

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**Summary:** This regulation specifies responsibilities on how to develop and implement an asbestos management program.

**Applicability:** This regulation applies to all activities, host and tenant, on West Point and Stewart Army Subpost.

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## Chapter 1 - General

### Section I. General

**1-1. Purpose:** To develop and implement an asbestos management program to manage asbestos in compliance with applicable environmental regulations and the West Point (WP) Environmental Management System (EMS).

**1-2. Background:**

a. Army Regulation (AR) 420-70 (Buildings and Structures), and AR 200-1 (Environmental Protection and Enhancement) require Army installations to develop and implement asbestos management programs that prevent human exposure to asbestos hazards on Army-owned or leased properties through proactive policies which comply with all applicable laws and regulations. These regulations require the development and implementation of an **Asbestos Management Plan (AMP)**.

b. The Army recognizes that Asbestos Containing Materials (ACMs) do not pose an inherent hazard, and that for a hazard to exist there must be some mechanism by which asbestos fibers become airborne. The AMP provides guidance in managing ACM in such a way as to minimize potential exposures to WP personnel, their families, and maintenance workers.

c. The approach of the AMP is to outline the responsibilities of key players involved with asbestos management; prioritizing abatement activities; training requirements; and managing the documentation associated with these activities. This regulation applies to friable and nonfriable forms of asbestos.

**1-3. References:** See Appendix A

**1-4. Definitions:** See Appendix B

**1-5. Acronyms/Abbreviations:** See Appendix C

### Section II. Responsibilities

**1-6. Environmental Management Division (EMD)**

**a. The Environmental Management Branch (EMB) will:**

- (1) Maintain overall responsibility for development and implementation of the AMP.
- (2) Review all construction design specifications, work orders, and self-help projects to determine whether there is a potential asbestos impact.
- (3) Maintain records of abatement projects conducted by the EMD.
- (4) Develop, implement, and maintain the AMP.
- (5) Ensure the Public Affairs Office (PAO) is immediately notified of all projects and circumstances where there is potential for negative health risks.

**b. The Solid Waste Management Branch (SWMB) will:**

- (1) Manage all in-house asbestos abatement activities.
- (2) Establish, equip, and train an asbestos inspection and repair team.
- (3) Ensure that asbestos waste is properly containerized, labeled, stored, and sent for final disposal.
- (4) Ensure that all in-house response actions are well documented.
- (5) Ensure that all in-house asbestos abatement personnel have had required training, physical examinations, and respirator fit testing.
- (6) Act as the Contracting Officers Representative for the Asbestos Abatement Contract.
- (7) Maintain a database of all abatement work performed by their asbestos abatement contractor.

(8) Regularly forward a copy of the database to the EMB for incorporation into the master database.

**1-7. The Medical Department Activity will:**

- a. Assist the SWMB in selecting Personal Protective Equipment (PPE).
- b. Provide quality control over the in-house project monitor and contractor project monitors.
- c. Serve as the “competent person” for asbestos abatement work done with government and in-house personnel.
- d. Maintain medical records for in-house maintenance and asbestos workers.
- e. Assists in contract specifications preparation and consults with the contracting officer on technical matters during execution of the contract.
- f. Inform the EMB of any known or suspected exposures to asbestos.
- g. Performs atmospheric sampling for evaluation of occupational exposures of government employees.
- h. Reviews atmospheric sampling conducted by contractors.
- i. Reviews data to ensure post abatement results are such that re-occupancy is allowable.
- j. Performs all health assessment actions.
- k. Conducts training in health aspects of the assessment process.

**1-8. Safety Office will:**

- a. Implement the respiratory protection program.
- b. Review accident prevention plans.
- c. For in-house abatement work, inspect the work site and verify that appropriate safety and warning signs and list of emergency telephone numbers are posted.
- d. Inspect work site and construction area immediately outside the containment system.

**1-9. Civilian Personnel Advisory Center** will be responsible for labor issues that may arise when civilian employees are involved in asbestos abatement projects.

**1-10. American Federation of Government Employees (Local 2367), International Association of Firefighters (Local F-7)** will be responsible to secure and maintain a working environment that is safe for the well being of all bargaining unit members employed at West Point.

**1-11. Staff Judge Advocate** will provide consultation on liability and regulatory compliance issues.

**1-12. Public Affairs Office will:**

- a. Inform the West Point community about installation abatement projects and the impact of such projects.
- b. Act as official WP spokesperson for all media queries.

**1-13. Engineering Plans and Services will:**

- a. Ensure all projects that may impact asbestos comply with all pertinent requirements and are reviewed by the EMD.
- b. Exclude asbestos from all design specifications where asbestos-free substitute materials exist.
- c. Ensure contract managers who oversee abatement contractors are trained in asbestos abatement.
- d. Provide historical project data on asbestos abatement activities.

**1-14. Housing Division will:**

- a. Forbid self-help projects that may cause asbestos hazards.
- b. Inform residents of potential asbestos hazards.

**1-15. Operations and Maintenance Division (O&M) will:**

- a. Ensure O&M personnel receive asbestos awareness training, can identify and do not disturb asbestos.
- b. Provide information on any suspect material to EMD.
- c. Carry out measures specified in the Operations & Maintenance (O&M) program.
- d. Coordinate facility O&M schedules with the EMB.

**1-16. New York District Engineer Office; Directorate of Contracting; Estimating and Contract Services Branch, DPW will:**

- a. Ensure that activities that may disturb asbestos comply with all pertinent requirements and are reviewed by EMD.
- b. Not authorize activities that may expose personnel to asbestos hazards.

**Chapter 2 - Environmental Management System (EMS) Requirements**

**2-1. Significance:** Due to the legal requirements, the management of asbestos is a significant environmental aspect of West Point and its management must be addressed in an Environmental Management Plan (EMP). This regulation meets the requirements of an EMP as required by the West Point EMS.

**2-2. Potential Impact:** Failure to comply with this EMP would impact the West Point mission. If improperly managed asbestos is discovered by a regulatory agency, the installation may be assessed fines that would divert funds from the mission. Asbestos that is not managed properly can injure personnel, make a facility inoperable, and cause damage to the environment.

**2-3. Objectives, Targets and Performance Indicators:** Objectives and targets for the asbestos program are set by the Cross Functional Team in accordance with EMS procedures. As additional objectives are drafted, they will be addressed in this section. Due to the regulatory requirements of managing asbestos the first objective of this EMP will be to manage asbestos in compliance with applicable Federal, State, and local regulations.

(1) Objective: Manage asbestos in compliance with applicable Federal, State, and local regulations.

(2) Targets: The targets for this objective are to receive no EPAS findings in the asbestos program and no violations during inspections conducted by regulatory agencies.

(3) Performance Indicators: The Environmental Performance Assessment System (EPAS) is the Army's program for auditing environmental programs for regulatory compliance. EPAS inspections are conducted in accordance with AR 200-1 and WP Reg 200-1 and will be used to measure the asbestos programs compliance with applicable regulations. The results of inspections conducted by regulatory agencies will also be monitored to measure compliance with this objective. Regulatory enforcement actions and EPAS findings are reported quarterly to the Garrison Commander at the Environmental Quality Control Committee (EQCC) Meeting.

## **Chapter 3 - Asbestos Management Requirements**

### **3-1. Facility Maintenance**

Maintenance personnel who will come into contact with ACM will attend asbestos awareness training. Whenever a maintenance worker will be working in an area where ACM may be disturbed, the following procedures shall be utilized:

- EMD shall provide the maintenance worker with the quantities, locations, and conditions of any ACM that might be encountered in the work area.
- If information is not available, the maintenance worker should assume that ACM is in the work area.
- Maintenance workers should never disturb ACM.
- If disturbance, repair, or removal of ACM is required to facilitate the intended maintenance work, EMD will decide on the appropriate response action for the situation. The SWMB or asbestos abatement contractors will perform response actions.
- After abatement is complete and the clearance criterion has been achieved, the project monitor shall give authorization for the intended maintenance work to proceed.

### **3-2. ACM Abatement in Renovation, Construction, and Demolition Projects**

a. Future renovation, construction, and demolition projects will need to include ACM abatement. During the project-planning phase, EMD must be notified of the intended scope of work. EMD will then conduct an ACM survey specifically for the particular project. If EMD cannot complete the survey, it will be included in the project. Such a survey will include:

- Review of available data on ACM that will be affected by planned work.
- If the presence or absence of ACM is not known, a survey of the facility will be conducted.
- When possible, if the project will involve demolition or renovation, intrusive testing of concealed materials behind permanent walls or above permanent ceilings, which might be disturbed during the work will be tested.
- The design specification must include a report inventorying ACM that will be disturbed, abatement and safety requirements, and a cost estimate for abating the ACM.
- At completion of the project, information on the amounts and locations of asbestos removed must be forwarded to the EMB so that the database can be updated.

b. The EMB must be included in the preliminary development of any project. Due to the age of facilities at West Point, project designs must include provisions for unknown asbestos encountered during work.

c. Precautions must be taken to protect facility occupants, workers, and the environment when disturbing ACM during maintenance, repairs, modifications, renovation, or demolition activities. Personnel performing these activities must be trained to recognize hazards and how to protect themselves and others.

d. All project engineers shall confer with the EMB periodically to determine if ACM can be removed in conjunction with other renovation or repair projects, even if the ACM may not be directly impacted.

### **3-3. Planning**

#### **a. Work Order Requests**

All work order requests (including self-help projects) will be reviewed by EMD to determine if ACM will be affected by the performance of the work. If it is not absolutely clear that all suspect material in the area has been surveyed, EMD will direct additional testing as necessary. Any work requests identified as requiring asbestos abatement activities will be flagged, and EMD will then review the project to ensure that sufficient resources are available to complete that task.

#### **b. Renovation or Demolition Projects**

Project Managers shall include an asbestos inspection in all renovation and demolition projects. If ACM is identified in the work area, the project manager and EMD will decide if the proposed project activities will disturb the materials. If it will, the project design will include provisions for asbestos abatement. Due to the age of buildings at West Point, most renovation or demolition projects must include provisions for managing asbestos discovered during the course of the project. EMD must review all asbestos abatement design specifications.

#### **c. Facility Operation and Maintenance (O&M) Schedules**

The Utilities and Facilities Division has O&M schedules for maintaining buildings. If an O&M project will disturb ACM or suspected ACM, O&M will coordinate with the EMD to inspect the work site and perform abatements as needed.

### **3-4 West Point School**

Asbestos at the West Point (WP) Middle and Elementary School will be managed in accordance with 40 CFR 763. The school is responsible for complying with the requirements of 40 CFR 763 and the asbestos coordinator for each school is the Principal. The EMD will provide support to the school by conducting six month surveillance inspections and conducting abatement projects when requested by the school. The EMD will provide documentation of all asbestos activities conducted to the asbestos coordinator.

## **Chapter 4 - Notification Requirements**

Regulations require that the EPA Region II and the Asbestos Control Bureau of the New York Department of Labor, Division of Safety and Health are notified of certain asbestos removal projects. Notifications must be received by the state and EPA ten working days prior to beginning any demolition or renovation activities involving the disturbance of more than 160 square feet, 260 linear feet, or 35 cubic feet of regulated asbestos-containing materials.

### **4-1. Notification Procedures for In-House Projects**

The SWMB is responsible for ensuring that notifications for in-house abatement projects are completed. Copies of notifications will be kept in the files at the SWMB.

### **4-2. Notification Procedures for Contracted Projects**

For projects completed by outside contractors, compliance with asbestos laws and regulations is the responsibility of the contractor. Contractors are responsible for providing notification and project information directly to the state and EPA. Copies of the notifications and disposal manifests will be forwarded to the project manager for inclusion in the project file. Work will not commence until notifications have been postmarked or delivered to regulatory agencies at least ten days prior to starting work and copies have been forwarded to the project manager. Contractors are also responsible for the occupational health protection of their personnel and for complete control of asbestos fibers during removal.

### **4-3. Notification of Tenants and Occupants**

Residential and business occupants will be notified of abatement projects. Written notification will be provided ten days prior to starting work to building occupants on the floor or floors where the project is conducted, and one floor below and one floor above. Notification will also be provided to occupants of adjacent buildings who have direct horizontal access to these floors. Notices will be posted at all direct means of access to the floor. Each notification will include the following information:

- a. The room, location or area designation of the asbestos project



- b. The amounts and types of asbestos or asbestos material, in square feet and/or linear feet, that is being handled, removed, enclosed, encapsulated, or disturbed
- c. The start and completion dates of the project
- d. The name and asbestos license number of the contractor performing the project
- e. The name and address of the air monitor and laboratory for the project

## **Chapter 5 - Recordkeeping**

### **5-1. Training**

- a. West Point personnel will attend the training specified in Chapter 6. Activities are responsible for maintaining training records for their employees.
- b. All outside asbestos abatement contractors shall provide the project manager with copies of asbestos training certificates and state licenses for each asbestos abatement worker. They will be kept in the project folder.

### **5-2. Abatement Records**

WP will maintain documentation for each abatement project. The information shall include:

- Asbestos notification
- Name of the industrial hygienist, testing laboratory, and other key individuals involved in the project
- Materials abated and the type of abatement performed
- Summary of problems or delays encountered and how they were resolved
- List of abatement workers and their certification information
- Perimeter and worker's exposure monitoring results
- Clearance testing results
- Waste manifest records

For work performed by contractors, the required information will be forwarded to the project manager to be included in the project file.

### **5-3. Waste Shipment Records**

- a. WP is responsible for the waste it generates at all times; including after it has finally been disposed of. Federal and State regulations require WP to keep copies of asbestos waste shipment records.
- b. The SWMB will keep waste shipment records for asbestos waste generated by the SWMB and their abatement contractor. For asbestos waste generated by other contractors, copies of the waste shipment record will be forwarded to the project manager for inclusion in the project file and the SWMB for tracking purposes.

### **5-4. Waste Exception Reports**

- a. If a copy of the waste shipment record signed by the disposal site operator is not received within 35 days of the date the waste was shipped, the generator is required to contact the transporter and disposal facility to determine the status of the shipment. A waste exception report is required to be sent to the EPA and New York Department of Labor if a copy of the waste shipment record signed by the disposal site operator is not received within 45 days of the date the waste was shipped. The report must include a copy of the Waste Shipment Record and the efforts the generator has taken to locate the waste.
- b. The SWMB is responsible for tracking waste shipment records and filing waste exception reports for asbestos waste generated by the SWMB and their abatement contractor. For asbestos waste generated by other contractors, the contractor is responsible for tracking the waste shipment records and filing waste exception reports. The contractor will provide a copy of any waste exception report to the project manager for inclusion in the project file.

## Chapter 6 - Training

West Point personnel directly involved in the management and control of ACM will meet the training and certification requirements specified in 12 NYCRR 56 for the particular type of work they are to perform. This includes individuals responsible for managing, planning, designing, inspecting, controlling, removing, or supervising the control or removal of asbestos. Activities are responsible for sending their personnel to EPA certified training providers and maintaining training records.

### 6-1. Training Courses

a. Six types of training courses are currently available.

- Worker
- Contractor/Supervisors
- Inspector
- Management planner
- Project designer
- Project monitor

b. WP personnel will be trained as follows:

*Table 6.1 Training Requirements*

	Worker	Contr./Supr.	Inspector	Mgt. Plan.	Proj. Des.	Proj. Monit.
EMB Media Manager		X	X			
SWMB	X	X	X			
Safety		X				
Prev. Med.		X				X
AFGE*		X				
EP&S**		X				

\*Union representatives must be trained in order to enter an abatement work site to perform inspections.

\*\*Engineers responsible for overseeing projects involving asbestos abatement will attend training to allow them to properly oversee the project.

c. One full day annual refresher training is required for Worker, Contractor/Supervisors, and Project Designer courses. Inspector and Management Planner courses require half-day annual refresher training.

### 6-2 Installation Education and Awareness Training

To further reduce the hazards and risks associated with asbestos exposure, custodial and maintenance workers must be informed about the location and physical condition of ACM that they might disturb, and how and why to avoid disturbing the material. Individuals who are aware of the hazards and risks associated with ACM are less likely to unknowingly disturb the material and create an asbestos hazard. WP maintenance and custodial employees will receive the following training. This training is conducted by the West Point Safety Office.

#### a. Housekeeping Training

(1) OSHA standards (29 CFR 1910.1001(j)(7)(iv)) require employees who perform housekeeping operations in an area that contains ACM or Presumed Asbestos Containing Material (PACM) to take an asbestos awareness-training course. The course must cover the health effects of asbestos, locations of ACM and PACM in the building/facility, recognition of ACM and PACM damage and deterioration, OSHA standards for custodial activities, and proper response to fiber release episodes.

(2) Refresher training is required once per year. There is no requirement for the length of the initial or refresher course.

#### b. Maintenance Training

(1) Maintenance employees who perform maintenance tasks where ACM may be disturbed must receive awareness training of at least two hours (29 CFR 1926.1101(k)(9)(vi)). The training will be conducted by the Safety Office and shall include:

- Information on asbestos and its various forms and uses.
- Methods of recognizing asbestos.
- The health effects associated with asbestos exposure.
- The relationship between smoking and asbestos in producing lung cancer.
- Information on smoking cessation programs.
- The nature of operations that could result in exposure to asbestos.
- Worker protection programs and the importance of necessary protective controls to minimize exposure including engineering controls, work practices, respirators, housekeeping procedures, hygiene facilities, protective clothing, decontamination procedures, emergency procedures, and waste disposal procedures.
- Techniques for managing asbestos in place.
- The locations of Thermal System Insulation (TSI) and surfacing ACM/PACM in the facility.
- The locations of asbestos containing flooring material.
- Instruction in recognition of damage, deterioration, and delamination of ACM.

(2) Refresher training must be provided annually. There is no minimum time requirement for refresher training. Refresher training requirements will be met by conducting and documenting asbestos training at least once per year in a weekly safety briefing.

**Appendix A**  
**References**

**Occupational Safety and Health Administration (OSHA)**

**29 CFR 1926.1101** Construction Standard for Asbestos  
**29 CFR 1910.1001** General Industry Standard for Asbestos

**Environmental Protection Agency (EPA)**

**40 CFR 763, Subpart E** Asbestos Hazard Emergency Response Act (AHERA)

**Department of Transportation (DOT)**

**49 CFR 171-180** Hazardous Material Transportation Regulations

**Army Regulations**

**AR 200-1** Environmental Protection and Enhancement  
**AR 420-70** Buildings and Structures

**State of New York Regulations**

**12 NYCRR Part 56** Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Asbestos) (Code Rule 56)

**Public Works Technical Bulletin 420-70-8 (PWTB 420-70-8)**

Installation Asbestos Management Program

## Appendix B

### Definitions

**Abatement** - The act of removing, encapsulating, enclosing, or repairing asbestos-containing materials.

**Asbestos** - The asbestiform varieties of serpentinite (chrysotile), riebeckite (crocidolite), cummingtonite-grunerite, anthophyllite, and actinolite-tremolite, and any of these minerals that has been chemically treated and/or altered.

**Asbestos-Containing Material (ACM)** - Any material containing greater than one- percent asbestos by weight.

**Demolition** - The wrecking or taking out of any load-supporting structural member of a facility, together with any related handling operations or the intentional burning of any facility.

**Encapsulation** - The treatment of ACM with a material that surrounds or embeds asbestos fibers in an adhesive matrix to prevent the release of fibers.

**Enclosure** - An airtight, impermeable, permanent barrier around an ACM to prevent the release of fibers.

**Friability** - The ability of a material, when dry, to be crumbled, pulverized, or reduced to powder by hand pressure.

**Miscellaneous Material** - Interior or building material on structural components, structural members, or fixtures, such as floor and ceiling tiles; does not include surfacing material or thermal system insulation.

**Reinspection** - Performing a visual inspection of an area which has already been inspected to identify changes in material conditions which have occurred since the original inspection was performed.

**Removal** - All operations where ACM is taken out or stripped from structures or substrates, and includes demolition operations.

**Renovation** - Altering a facility or one or more facility components in any way, including the stripping or removal of ACM, from a facility component.

**Repair** - Overhauling, rebuilding, reconstructing, or reconditioning of structures or substrates, including encapsulation or other repair of ACM attached to structures or substrates.

**Surfacing Material** - Material that is sprayed-on, troweled-on, or otherwise applied to surfaces, such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, or other purposes.

**Suspect Material** - A material which, based on its age, use, appearance, and texture, is suspected to contain asbestos.

**Thermal System Insulation (TSI)** - Material applied to pipes, fittings, boilers, breeching, tanks, ducts, or other interior structural components to prevent heat loss or gain, or water condensation, or for other purposes.

## **Appendix C**

### **Acronyms/Abbreviations**

ACM	-	Asbestos Containing Material
AFGE	-	American Federation of Government Employees
ASHERA	-	Asbestos Hazard Emergency Response Act
AMP	-	Asbestos Management Plan
AR	-	Army Regulation
CFR	-	Code of Federal Regulations
DOC	-	Directorate of Contracting
DPW	-	Directorate of Public Works
EMB	-	Environmental Management Branch
EMD	-	Environmental Management Division
EMP	-	Environmental Management Plan
EMS	-	Environmental Management System
EPA	-	Environmental Protection Agency
EP&S	-	Engineering Plans and Services
EPAS	-	Environmental Performance Assessment System
EQCC	-	Environmental Quality Control Committee
JOC	-	Job Order Contracting
NYCRR	-	New York Code Rules and Regulations
O & M	-	Operations and Maintenance
OSHA	-	Occupational Safety and Health Administration
PAO	-	Public Affairs Office
PACM	-	Presumed Asbestos Containing Material
PPE	-	Personal Protective Equipment
PWTB	-	Public Works Technical Bulletin
SJA	-	Staff Judge Advocate
SWMB		Solid Waste Management Branch
TSI	-	Thermal System Insulation
O&M	-	Utilities and Facilities Division
USMA	-	United States Military Academy
WP	-	West Point

